



07- C -2207

CITY OF ATLANTA

CLARENCE T. MARTIN
COUNCILMAN, DISTRICT 10

55 TRINITY AVENUE, S.W.
SECOND FLOOR, EAST
ATLANTA, GEORGIA 30303
(404) 330-6055

October 1, 2007

*Honorable Felicia A. Moore
Chair, Committee on Council
Atlanta City Council
2700 City Hall
Atlanta, GA 30335*

Dear Councilmember Moore:

*Please accept the name of Ms. Delores Lattimore for appointment to the
Atlanta Commission on Aging.*

*Ms. Lattimore has a long background of community involvement. Ms.
Lattimore will be a great asset to the Atlanta Commission on Aging.*

If you have questions or concerns, I may be reached at 404-330-6055.

Sincerely,

*C. T. Martin
Council District 10*

Delores Lattimore
3688 Bolfair Dr NW
Atlanta, GA 30331
Phone (404) 691-8451
E-mail: deelatt@bellsouth.net

Resume

Tompkins High School, Savannah, GA - 1964
DeKalb Community College 1974-75, 1980-81
State of Georgia Manpower Training 1966-67
Atlanta Area Technical School - Real Estate 1977-78
Akers Learning Institute - Automated Accounting 1986-87
Internal Revenue, Management Training, 1985,-
American Business Women's Association -Continuing Education Program - 1984 - ongoing

EMPLOYMENT:

Internal Revenue Service
2385 Chamblee Tucker Road
Chamblee, GA 30341

Internal Revenue: Department Manager -Underreporter Operations -Oct. 1996 to Dec. 31, 2004
Salary: \$63, 000.00 annually - (retired Dec 31, 2004)
Manager: Kenneth Corbin - Phone (770-455-2722)

Responsible for daily operation of 6 managers and 225 Tax Examiners. My Department issued notices to taxpayers of proposed changes to their income tax return, providing a summary of the notice and instructions on what to do if he/she agrees or disagrees with the proposed changes. The proposal is based on a comparison of the income, payments, credits, and deductions reported on the tax return with information of these items reported to IRS by employers, banks, businesses, and other payers.

I established and prioritized work assignments. I monitored work procedure to ensure compliance with Tax Laws and taxpayer's Bill of Rights. Interpret policies and procedures. Analyzed statistical data to determine impact on other departments. Monitored employees' performance and prepared performance evaluations with recommendations for monetary awards. I resolved staffing issues, recruited and hire additional staffing when needed. I worked closely with my counterparts to review program effectiveness, recommend and implement best practices. I had the responsibility of preparing our annual workplan and budget recommendations. I served as a mentor for new managers and often acted in the absence of my Operations manager. I was the training coordinator for the entire Operations, consisting of 400 tax examiners and 11 managers. Under my leadership, Productivity increased by 30%, quality increased by 25%, and employee morale improved and attendance increase.

Internal Revenue: Section Chief, Error Correction Section: 1995 - Sept. 1996**Salary: \$58,000.00 annually****Reason for Leaving: Promotion**

Responsible for 140 Tax Examiners and 5 Managers engaged in verifying or correcting errors on tax returns as detected by computer verification. I established and prioritized work assignments. This resulted in a 15% increase in productivity and 10% increases in quality. I monitored work procedure to ensure compliance with Tax Laws and taxpayer's Bill of Rights. Interpret policies and procedures. Analyzed statistical data to determine impact on other departments. Monitored employees' performance and prepared performance evaluations with recommendations for monetary awards. I resolved staffing issues, recruited and hired additional staffing when needed. I worked closely with my counterparts to review program effectiveness, recommend and implement best practices. I had the responsibility of preparing our annual workplan and budget recommendations. I served as a mentor for new managers and often acted in the absence of my Operations manager.

1991-1995 Internal Revenue: Section Chief, Accounting Branch**Hours per week: 40 - Salary: \$50,000.00 annually**

Responsible for 125 Tax Examiners and five Managers engaged in approving or rejecting taxpayers request for Sub-Chapter S Corporation, assigning Employer Identification numbers, and correcting name and address changes. I established and prioritized work assignments. As a result, productivity and quality increased, and a saving \$60,000.00 in overtime. I monitored work procedure to ensure compliance with Tax Laws and taxpayer's Bill of Rights. Interpret policies and procedures. Analyzed statistical data to determine impact on other departments. Monitored employees' performance and prepared performance evaluations with recommendations for monetary awards. I resolved staffing issues, recruited and hired additional staffing when needed. I worked closely with my counterparts to review program effectiveness, recommend and implement best practices. I had the responsibility of preparing our annual workplan and budget recommendations.

1990-1991 internal Revenue: Manager, Quality Review Unit**Salary: 47,000.00, annually**

Responsible for 15 Quality Reviewers and 2 clerks, responsible for reviewing completed work performed in the Account Branch.

1985-1990 Internal Revenue: Manager, Adjustment Branch

Responsible for 25 Tax Examiners engaged in adjusting taxpayer's accounts.

1975-1980 Internal Revenue - Tax Examiner- Adjustment Branch

Adjust taxpayers' accounts. Served as Problem Resolution Coordinator, resolving taxpayer's problems not resolved through normal channels.

1971-1975 Internal Revenue: Tax Examiner, Quality Reviewer, and Court Testifier

Resolving unpostable errors and personally testifying in court concerning taxpayer's accounts.

1968-1971 Internal Revenue – Various clerical positions.

AWARDS:

Special Act Award 1975, 1979, and 1976.

Director's Award 1984.

Distinguished Performance Awards 1986 – 1989, 1991-1994, 1996-1998, 2000-2003

Outstanding Performance Award 1990, 1995, 1999, 2004

Certificates of Appreciation – Volunteer Income Tax Assistor 1979-1985, 1996 -1999

Numerous Certificates/Letters of Appreciation for services rendered

Volunteer: Carrie Steel Pitts Orphanage, Council of Battered Women's Shelter, Crestview Nursing Home, National Cancer Society, National Kidney Foundation, March of Dimes, Literacy Action, Mentor for IRS Partnership with Norcross High School, past president (5 years), secretary, treasurer of Carroll Height Community Association, former Brownie Troop Leader, Volunteer Income Tax Assistor, Second Chance Community Service.

Affiliations:

Pleasant Hill Missionary Baptist Church, President Ushers Ministry, President of Women's Department

Board of Directors, Pleasant Hill Housing Community & Development, Inc.

Atlanta Platinum Chapter – American Business Women's Association

NAACP

National Association of Female Executives

National Notary Public Association

Board of Directors – Faith in Prayer Deliverance Outreach Ministry

Active member NPU-H

Secretary – Carroll Heights Coalition

Reference:

Patricia Hutchins
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Atlanta, 30310
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Ida Mitchell
720 Spring Tree Court
College Park, GA 30337
Phone: 770-969-2221

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Elliott D. Williams
3125 Highgreen Trail
College Park, GA 30349
Phone: 404-691-3914

Eloise Banks
720 Branchview Dr SW
Atlanta, GA 30331
Phone: 404-629-1991

Ernestine Lattimore
4950 Roxton Lane
Douglasville, GA 30135
Phone: 678-391-0077

Cynthia D. Lattimore
310 Chasewood Cir
Jonesboro, GA 30236
Phone: 770-210-4714

Denise Glover
1042 Simon Park Circle
Lawrenceville, GA 30045
Phone: 748-745-7924